



**GOVERNMENT OF THE DISTRICT OF  
COLUMBIA  
Executive Office of the Mayor  
Office on Asian and Pacific Islander Affairs**

**Request for Applications: Community Grant**

**Release date of RFA:** August 3, 2007

**Pre-bidders' meeting:** August 10, 2007 from 10:00 am – 12:00 pm  
441 4<sup>th</sup> Street, NW  
11<sup>th</sup> Floor, Conference Room 1114 South  
Washington, DC 20001

**Deadline for submission:** August 27, 2007 at 12:00 pm  
441 4<sup>th</sup> Street, NW Suite 805 South  
Washington, DC 20001

**Contact person:** Thanh Nguyen, OAPIA  
(202) 727-3120  
thanh.nguyen@dc.gov

**Late or ineligible proposals will not go to the Review Panel.**

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## Section I – General Information

### A. Introduction

The Office on Asian and Pacific Islander Affairs (OAPIA) is soliciting grant applications for its FY 2008 Community Grant from qualified community-based organizations (CBOs) primarily serving the District's API community. OAPIA was created in 1987 as part of Executive Office of the Mayor to address the needs of the District's Asian & Pacific Islander (API) residents. OAPIA's mission is to help ensure that the full range of health, education, employment, social services and business information, programs and services is accessible to the District's API community. It has four primary programs: advocacy, community outreach, language access, and community development. OAPIA also acts as the liaison between the District government and the API community. It advises the Mayor, the Council, and the District Agencies on the views, needs, and concerns of the District's API community.

### B. Funding Areas

The focus of the grant will be to provide culturally and linguistically appropriate services to the District's API community in the following areas:

- **Business-related services that promote and assist the Mayor's neighborhood economic development plans and initiatives** in the District.
- **Education services and/or programs that complement Kindergarten-12th grade** curriculum and encourage youth to stay in school and avoid drugs, gangs, truancy, and other risk behaviors.
- **Employment services that provide job preparedness/training for adults and youth** that lead to increased/improved workforce development skills.
- **Health-related services that improve health status or enable and/or enhance access**, such as screening or preventive services, education, and medical interpreter services.
- **Housing services that educate residents about District housing program and/or improve access** to housing services and/or opportunities in the District.

- **Legal services to assist the residents, including those who are limited English proficient to access** entitlement and/or socioeconomic programs and address civil rights or other legal service needs.
- **Public safety services that educate and promote safety for residents and merchants** in the District.

### **C. Target Population**

The target population for these funds is Asian and Pacific Islander residents and/or merchants who live in the District of Columbia.

### **D. Eligible Organizations**

Applicants must meet all of the following conditions:

- Is a nonprofit – 501(c)3 – organization
- Located in the District of Columbia
- Serves primarily Asian and Pacific Islander residents and/or merchants

Preference will be given to applicants that:

- Demonstrates a cultural understanding of the Asian and Pacific Islander community
- Demonstrates the capacity to work effectively with language minority populations
- Demonstrates limited access to other grants or funding sources
- Collaborates or partners with other service organizations and/or government agencies
- Has an operational budget of \$800,000 or less per year

### **E. Number of Awards, Amounts, and Duration**

OAPIA expects to award between **4-8 grants** to eligible community-based organizations with awards **up to \$50,000**. The grant will be awarded for **12 months starting October 1<sup>st</sup>, 2007 and ending in September 30<sup>th</sup> 2008**.

## **F. Decision on Awards**

OAPIA uses a review panel that will submit recommendations for funding. The review panel is composed of neutral, qualified individuals selected for their experiences with health, education, housing, legal, public safety, business, employment, and other related expertise. The panel members will review and score applicant proposals and submit recommendations for awards.

After reviewing the recommendations and any other relevant information, OAPIA will decide which applicants to award funds and the amounts to be funded. The final decision to award a grant to an applicant rests solely with OAPIA. **Awards are expected to be announced on September 21, 2007.**

## **G. Application Submission Date, Time, and Location**

Application must submit a total of **six (6)** applications, one (1) original and five (5) copies, in a sealed envelope or package. **Attachment C** should be affixed to the outside of each submission envelope or package.

**Applications are due no later than Monday, August 27, 2007 at 12:00 pm.** All applications will be recorded upon receipt. Applications received after Monday, August 27, 2007 at 12:00 pm **will not be forwarded** to the Review Panel for funding considerations. Any additions or deletions to an application will not be accepted after the deadline of Monday, August 27, 2007 at 12:00 pm.

**Email and/or facsimile submissions will not be accepted.** Applications must be hand-delivered, mailed or delivered by Messenger/Courier Services to:

**Mayor's Office on Asian and Pacific Islander Affairs**

**ATTN: Thanh Nguyen**

**441 4<sup>th</sup> Street, NW Suite 805 South**

**Washington, DC 20001**

OAPIA is located in a secured building. **Messenger/Courier Services should allocate sufficient time to meet security identification requirements**, so applications are received by Monday, August 27, 2007 at 12:00 pm. **Applications sent by the U.S. Postal Service (USPS) must be postmarked by the USPS no later than Friday, August 24, 2007 at 5:00 pm to be considered for review.**

## **H. Pre-bidders' Meeting**

Pre-bidders' meeting will be held on Friday, August 10, 2007, from 10:00 am – 12:00 pm at: 441 4<sup>th</sup> Street, NW Room 1114 South, Washington, DC 20001. Potential applicants are encouraged to attend the meeting. **If the applicant is unable to attend the meeting, they are encouraged to call, email or fax their questions to the contact person listed below before Friday, August 10, 2007.** Questions submitted after the deadline date will not receive responses. OAPIA will post all questions and answers from the pre-bidders' meeting on its website.

## **I. Contact Person:**

Thanh Nguyen, Office on API Affairs

Tel: (202) 727-5560

Tel: (202) 727-3120

Email: thanh.nguyen@dc.gov

## **Section II – Proposal Format**

The application is limited to **25 double-spaced pages without attachments**; 12-point type (New Times Roman or Courier) on 8 ½ x 11-inch white paper, single sided, and a minimum of 1-inch margins. Each page of the proposal must be numbered. The review panel will not review applications that do not conform to the above requirements.

### **A. Proposal Summary (1-2 pages)**

This section of the application should be brief, highlighting your organization, the goal of the proposed program, its objectives, and outcomes.

## **B. Program Narrative (10-25 pages)**

This section should address but are not limited to the following questions:

- What funding area are you applying for?
- Who is your target population?
- What is the service/program you propose?
- What is the need for and/or proposed impact of your service/program?
- How does your service/program address this need and/or create the expected impact?
- What makes your organization or collaboration of organizations uniquely positioned/organized to implement this service/program? What practices/methods have your organization or collaboration of organizations have been implementing successfully to address the need or create the desired impact? What innovative practice(s) will your service/program implement?
- How does your organization or collaboration of organizations plan to provide the service/program? What is your capacity to implement the service/program?
- How will your organization or collaboration of organizations document, monitor, and evaluate the service/program?

## **C. Budget and Budget Justification (Attachment D)**

A standard budget form and budget narrative form is provided within the application. The budget for this proposal shall contain detailed itemized cost information that shows personnel and other direct and indirect costs. The budget request for this proposal shall not exceed the grant amount allotted for the languages under which the applicant is seeking funding. Up to 20% of funds can be used for indirect costs. (Indirect costs may include: general administrative costs such as legal, accounting, liability insurance, and the like). Program funds cannot be used:

- For food expenditures
- For lobbying
- To cover any expenses made prior to the grant award
- To supplant (replace) funds from other grant sources

**Specific Budget Guidelines:**

- Personnel: name, title, number of hours, hourly rate, annual salary, percentage of time.  
Role and responsibilities in the proposed program.
- Fringe Benefits: percentage and total dollar amount based on listed program positions.  
Description of the costs included in the fringe benefits.
- Non-Personnel:
  - List expenditure item; purpose of the line item as related to the program
  - Unit cost and number of units
  - Total cost per expenditure (unit cost times the number of units)

**Budget Narrative/Justification:**

This section describes the proposed expenditures, including purpose or reason for the expenditure (personnel and non personnel) and calculation of costs.

**D. Staffing Plan (See Attachment E)**

This section should contain the staff assigned or hired for the program, staff positions and percent (%) of time on the program. If the position is not filled, a start date as to when the position will be filled should be supplied.

**E. Work Plan (Attachment F)**

Using Attachment F, list the program objectives and related activities, program outcomes and outputs, timeline for implementation and completion, and responsible staff.

**F. Appendices**

This section shall be used to provide technical materials and supporting documentation, however, it is not intended to be a continuation of the program narrative. Such items that shall be included with the proposal submission:

- Audited financial statements and/or most recent 990 and/or cash flow statements for 2005 and year-to-date
- Nonprofit corporation status – copy of IRS ruling



- Organizational and program charts
- Memorandum of Agreement/Understanding, if applicable
- Program related materials, if applicable
- Agency brochures or program materials, if applicable
- Evaluation tools, if available

## **Section III – Review and Scoring of Applications**

### **A. Scoring Criteria**

Applicant's proposal submissions will be objectively reviewed against the following criteria:

#### **Criterion A: Technical Soundness of the Proposal 25 points**

1. The program results in the accomplishment of the program goals, objectives and outcomes consistent with the program. **(15 points)**
2. The description of the program implementation including the work plan is realistic based on the proposed time requirements. **(10 points)**

#### **Criterion B: Program Goals, Objectives and Activities 25 points**

Program objectives are defined, measurable, time specific and support each of the program goals, including evaluation process goals, objectives and program outcomes:

1. Objective tasks/activities include responsible agency/organization and responsible person or staff position. **(10 points)**
2. Work plan details objectives and related activities, program outcomes, estimated timeline, milestones and agency responsibility. **(10 points)**
3. Description of program monitoring and evaluation. **(5 points)**

#### **Criterion C: Organizational Capability and Relevant Experience 35 points**

1. Applicant demonstrates qualifications and past experiences to provide proposed service/program to the target population. **(15 points)**

2. Applicant demonstrates sufficient staffing for proposed service/program and is cultural competency, sensitivity and appropriateness (racial, ethnic, economic, gender, disability, sexual orientation, etc.) through the diversity among its staff. **(10 points)**
3. Applicant demonstrates an established organizational structure and its ability to administer the proposed services or program through the submission of operational and programmatic organizational charts including names of persons in key positions. Resumes and/or position descriptions for key program staff are included as an attachment. **(10 points)**

**Criterion D: Sound Fiscal Management and Budget**

**15 points**

1. Applicant demonstrates sound fiscal management through a description of proposed program fiscal management including grant budget monitoring and disbursement of grant funds. **(5 points)**
2. Applicant's budget with budget justification is reasonable and realistic to achieve stated goals and objectives. **(10 points)**

## **Section IV – Program and Administrative Requirements**

### **A. Certifications and Assurances**

The agency shall complete and return the Certifications and Assurances listed in Attachments A and B with the application submission.

### **B. Insurance**

The applicant, when requested, must be able to show proof of all insurance coverage required by law. All grantees that receive awards under this RFA must show proof of insurance prior to receiving funds.

### **B. Audits**

At any time before final payment and three (3) years thereafter, the District may have the grantee's expenditure statements and source documentation audited.

### **C. Nondiscrimination in the A Delivery of Services**

In accordance with Title VI of the Civil Rights Act of 1964 (Public Law 88-352), as amended, no person shall on the grounds of race, color, religion, nationality, sex, or political opinion, be denied the benefits of, or be subjected to discrimination under, any program activity receiving the Office on Asian and Pacific Islander Community Interpretation Grant funds.

## **Section V – Attachments**

## **Attachment A – Certifications**

### **GOVERNMENT OF THE DISTRICT OF COLUMBIA**

#### **OFFICE OF THE CHIEF FINANCIAL OFFICER**

##### **Certification Regarding**

##### **Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements**

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides compliance with certification requirements under 28 CFR Part 69, “New Restrictions on Lobbying” and 28 CFR Part 67, “Government-wide Debarment and Suspension (Non-procurement) and Government-wide Requirements for Drug-Free Workplace (Grants).” The certifications shall be treated as a material representation of fact.

#### **1. LOBBYING**

As required by Section 1352, Title 31 of the U.S. Code and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR Part 69, the applicant certifies that:

- a) No Federally appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement.
- b) In any funds other than federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form-III, “Disclosure of Lobbying Activities,” in accordance with its instructions;
- c) The undersigned shall require that the language of this certification be included in the award documents for all sub awards at all tiers including subgrants, contracts under grants and

cooperative agreements, and subcontracts and all sub-recipients shall certify and disclose accordingly.

## 2. Debarment, Suspension, and Other Responsibility Matters (Direct Recipient)

As required by Executive Order 12549, Debarment and Suspension, and implemented at 28 CFR Part 67, for prospective participants in primary participants in primary covered transactions, as defined at 28 CFR Part 67, Section 67.510.

### A. The applicant certifies that it and its principals:

- a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;
- b. Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public Federal, State, or local transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- c. Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State, or local with commission of any of the offenses enumerated in paragraph (1) (b) of this certification; and
- d. Have not within a three-year period preceding this application had one or more public transactions (Federal, State or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

## 1. Drug-Free workplace (Grantees Other Than Individuals)

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subgrant F for grantees, as defined at 28 CFR Part 67 Sections 67.615 and 67.620-

### A. The applicant certifies that it will or will continue to provide a drug-free workplace by:

- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing,

possession, or use of a controlled substance is prohibited in the applicant's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) establishing an on-going drug-free awareness program to inform employees about-

(1) The dangers of drug abuse in the workplace;

(2) The applicant's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will-

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d) (2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title to: Mayor's Office on Asian and Pacific Islander Affairs, 441 4<sup>th</sup> Street, NW, Suite 805 South, Washington, DC 20001. Notice shall include the identification number(s) of each effected grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted-

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation

program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(3) Making a good faith efforts to continue to maintain a drug-free workplace through implementation of paragraphs (a), (1), (c), (d), (e), and (f).

B. The applicant may insert in the space provided below the sites for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

Drug-Free Workplace (Grantees who are Individuals)

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, subpart F, for grantees as defined at 28 CFR Part 67; Section 67.615 and 67.620-

- A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and
- B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to:

Mayor's Office on Asian and Pacific Islander Affairs, 441 4<sup>th</sup> Street, NW, Suite 805 South, Washington, DC 20001.

As duly authorized representative of the application, I hereby certify that the applicant will comply with the above certifications.

1. Grantee Name and Address

2. Application Number and/Program Name

3. Grantee IRS/Vendor Number

4. Typed Name and Title of Authorized Representative

5. Signature

6. Date



## **Attachment B – Assurance**

The applicant hereby assures and certifies compliance with all Federal statutes, regulations, policies, guidelines, and requirements, including OMB Circulars No. A-21, A-110, A-122, A-128, A-87; E.O. 12372 and Uniform Administrative Requirements for Grants and Cooperative Agreements – 28 CFR, Part 66, Common Rule, that govern the application, acceptance and use of Federal funds for this federally-assisted program.

Also, the Applicant assures and certifies that:

1. It possesses legal authority to apply for the grant; that a resolution, motion or similar action has been duly adopted or passed as an official act of the applicant's governing body, authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required.
2. It will comply with requirements of the provisions of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 P.L. 91-646 which provides for fair and equitable treatment of persons displaced as a result of Federal and federally-assisted programs.
3. It will comply with provisions of Federal law, which limit certain political activities of employees of State or local unit of government whose principal employment is in connection with an activity financed in whole or in part by Federal grants. (5 USC 1501, et seq.).
4. It will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act if applicable.
5. It will establish safeguards to prohibit employees from using their positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.
6. It will give the sponsoring agency of the Comptroller General, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the grant.
7. It will comply with all requirements imposed by the Federal-sponsoring agency concerning special requirements of Law, program requirements, and other administrative

requirements.

8. It will insure that the facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of the project are not limited on the Environmental Protection Agency's (EPA), list of Violating Facilities and that it will notify the Federal grantor agency of the receipt of any communication from the Director of the EPA Office of Federal Activities indicating that a facility to be used in the project is under consideration for listing by the EPA.
9. It will comply with the flood insurance purchase requirements of Section 102 (a) of the Flood Disaster Protection Act of 1973, Public Law 93-234, 87 Stat. 975, approved December 31, 1976. Section 102 (a) requires, on and after March 2, 1975, the purchase of flood insurance in communities where such insurance is available as a condition for the receipt of any Federal financial assistance for construction or acquisition purposes for use in any area that has been identified by the Secretary of the Department of Housing and Urban Development as an area having special flood hazards. The phrase "Federal Financial Assistance" includes any form of loan, grant, guaranty, insurance payment, rebate, subsidy, disaster assistance loan or grant, or any other form of direct or indirect Federal assistance.
10. It will assist the Federal grantor agency in its compliance with Section 106 of the National Historic Preservation Act of 1966 as amended (16 USC 470), Executive Order 11593, and the Archeological and Historical Preservation Act of 1966 (16 USC 569a-1 et seq.). By (a) consulting with the State Historic Preservation Officer on the conduct of investigations, as necessary, to identify properties listed in or eligible for inclusion in the National Register of Historic Places that are subject to adverse effects (see 36 CFR Part 808.8) by the activity, and notifying the Federal grantor agency of the existence of any such properties, and by (b) complying with all requirements established by the Federal grantor agency to prevention or mitigate adverse effects upon such properties.
11. It will comply with the provisions of 28 CFR applicable to grants and cooperative agreements including Part 18. Administrative Review Procedures; Part 22, Confidentiality of Identifiable Research and Statistical Information; Part 42, Nondiscrimination/Equal Employment Opportunity Policies and Procedures; Part 61, Procedures for Implementing the National Environmental Policy Act; Part 63, Floodplain Management and Wetland Protection Procedures; and Federal laws or regulations applicable to Federal Assistance Programs.
12. It will comply, and all its contractors will comply, with Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; Subtitle A,

Title III of the Americans with Disabilities Act (ADA) (1990); Title IIX of the Education Amendments of 1972 and the Age Discrimination Act of 1975.

13. In the event a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, sex, or disability against a recipient of funds, the recipient will forward a copy of the finding to the Office for Civil Rights, U.S. Department of Justice.
14. It will provide an Equal Employment Opportunity Program if required to maintain one, where the application is for \$500,000 or more.
15. It will comply with the provisions of the Coastal Barrier Resources Act (P.L. 97-348), dated October 19, 1982, (16 USC 3501 et.seq.) which prohibits the expenditure of most new Federal funds within the units of the Coastal Barrier Resources System.
16. It will comply with the Privacy Rule as modified (45 CFR Sections 160 and 164) as applicable and the corresponding implementing regulations.

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Signature

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Date

## **Attachment C – Applicant Profile**

### **FY 2008 Office on Asian and Pacific Islander Community Grant**

## **Applicant Profile**

**Organization's name:** \_\_\_\_\_

Address: \_\_\_\_\_

Website: \_\_\_\_\_

**Contact information:**

Contact Person: \_\_\_\_\_

Position/Title: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**Mission:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Name/Description of Proposed Program:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Funding Amount Requested:** \_\_\_\_\_

**Attachment D – Budget Summary**  
**FY 2008 Office on Asian and Pacific Islander Community Grant**

**BUDGET SUMMARY**

<b>Personnel</b>	<b>% time</b>	<b>Hourly Rate</b>	<b>Annual Salary</b>	<b>Total Amount</b>
<b>B. Fringe Benefits</b>				
<b>Non Personnel</b>	<b>Description</b>	<b>Unit Costs</b>	<b># of Units</b>	<b>Total</b>
<b>C. Travel</b>				
<b>D. Supplies</b>				
<b>E. Equipment</b>				
<b>F. Consultants/Contractors</b>				
<b>G. Communication</b>				
<b>H. Printing/Copying</b>				
<b>I. Training</b>				
<b>J. Operating Expenses</b>				
<b>K. Other Expenses</b>				
<b>PROGRAM TOTAL:</b>				

<b>Attachment D – Budget Summary</b> <b>FY 2008 Office on Asian and Pacific Islander Community Grant</b> <b>BUDGET DESCRIPTION/NARRATIVE</b>	
<b>A. Personnel</b>	
<b>B. Fringe Benefits</b>	
<b>C. Travel</b>	
<b>D. Supplies</b>	
<b>E. Equipment</b>	
<b>F. Consultants/Contractors</b>	
<b>G. Communication</b>	
<b>H. Printing/Copying</b>	
<b>I. Training</b>	
<b>J. Operating Expenses</b>	
<b>K. Other Expenses</b>	

## Attachment E – Staffing Plan

### FY 2008 Office on Asian and Pacific Islander Community Grant

Date Submitted: \_\_\_\_\_

Name	Position Title	Filled/ Vacant	Annual Salary	% of Effort	Start Date

**Attachment F – Work Plan and Timeline**  
**FY 2008 Office on Asian and Pacific Islander Community Grant**

<b>Description of Goals/Objectives/Task/Activity</b>	<b>Responsible Agency</b>	<b>Responsible Person</b>	<b>Start Date</b>	<b>Completion Date</b>